

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES ANALYST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources, serve as a confidential assistant in compiling information for labor relations and negotiations; oversee and perform complex and responsible human resources work for the District related to recruitment, classification and compensation studies; provide support in ensuring that district operations, procedures, and transactions function effectively and efficiently while providing a high level of customer service to employees, departments, and schools; apply and interpret laws, codes, rules, regulations and procedures related to personnel functions.

RESPONSIBILITIES:

- Assists in the administration of a wide variety of personnel policies, processes, and employment agreements in the areas of recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedule, job descriptions, reasonable accommodations, etc., in order to ensure compliance with federal, state and local legislation, regulations, labor laws, District policies, contracts and agreements.
- Participates in and occasionally facilitates meetings and workshops to convey information regarding a wide variety of subjects pertaining to personnel processes and procedures, contractual requirements, and the like.
- Oversees the maintenance of manual and electronic documents, files and records including background information, personnel files, vacancy listings, and applicant tracking.
- Monitors a variety of processes including certificated and classified posting process, interview schedules, substitute placement, certificated and classified placements, personnel transfers, new employee orientation, departmental procedures, to ensure efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements.
- Assists the Assistant Superintendent, Human Resources, in providing high quality Human Resources service to employees across the district.
- Writes job descriptions; conducts and compiles salary and job classification studies; develops and maintains a comprehensive database of job descriptions in organization.
- Assists with communicating evaluation process and deadlines to principals/managers; maintain evaluation schedules for all employees for the purpose of having evaluations completed and submitted in a timely manner in accordance with contractual deadlines.
- Evaluates credentials to determine District-required qualifications for contract employment; respond to requests for credential assistance, information, and other related information.
- Reviews, processes, evaluates and audits employee qualifications, including monitoring certificated employee credentials, assisting with credential applications and renewals for the purpose of ensuring certificated employees hold valid and appropriate credentials and related documentation in accordance with established standards, laws, and regulations; receives, reviews, evaluates, verifies and processes credential applications and related college transcripts, records and documents for the purpose of determining eligibility for credentials according to established requirements.

- Calculates and places employees on the appropriate step, range and salary schedule; prepares and processes employment contracts; monitors and processes payroll changes for step increases when necessary.
- Works closely with payroll to verify personnel salaries and stipends; notifies staff regarding salary placement, calendars, leave balances, units accumulated through additional coursework for the purpose of ensuring accurate compensation; resolves any salary discrepancies or problems that may arise.
- Collects salary information and compares job descriptions from other school districts, identifying critical knowledge, skills, abilities, and other characteristics; compares data to current duties, tasks, and responsibilities for the purpose of gathering and analyzing information related to existing duties, tasks and responsibilities for various classifications to make recommendations on salary schedule placement and ensuring internal equity of positions.
- Maintains classification and certificated seniority lists for the purpose of ensuring that layoffs, bumping rights, special assignments, and re-employments are done in accordance with applicable law, contracts, procedures, policies, and regulations.
- Receives and responds to court subpoenas and inquiries from District personnel regarding employment records for the purpose of furnishing requested information in a timely manner.
- Facilitate interactive process and return-to-work meetings.
- Maintains employee attendance and leave records, including maternity, medical, and worker's compensation; computes payroll for maternity and medical leaves; assists the payroll department as needed to maintain employee's attendance records, sick leave and vacations in regard to the leave process.
- Compiles information and assist in preparation and submission of board items for monthly board agendas.
- Assists with compiling information for negotiations with bargaining units and in facilitating the district negotiation process.
- Assists in project management for district and department assignments; direct, train and motivate assigned staff to meet organizational and department goals.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Preparation, maintenance, verification, and processing of personnel records.
- Rules, regulations, policies, and procedures pertaining to employment and credentialing.
- Practices and procedures related to certificated and classified employment.
- District personnel policies and procedures.
- Technical aspects of classification studies and salary surveys.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy.
- Modern office equipment and methods.

ABILITY TO:

- Perform a variety of complex clerical and technical works related to District personnel functions, which involves the use of independent judgment and required accuracy and speed.
- Maintain filing systems, which contain confidential or sensitive information.
- Work efficiently under pressure with frequent interruptions.
- Perform a variety of technical duties related to the employment, recruitment, benefits, and records for the organization's personnel.
- Communicate effectively in both orally and in writing and organize work in order to meet schedules and timelines.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Develop and implement multiple projects and programs with competing priorities
- Express ideas and concepts in an articulate, clear, understandable, and concise manner to disseminate information to all levels of the organization
- Read, understand, and explain technical policies and material related to personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Energetic, creative, and self-motivated

QUALIFICATIONS:

Any combination equivalent to a bachelor's degree in business, public administration, communications or related field and three years' experience within the field of Human Resources with increasing levels of responsibility; school or school district experience is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

TERMS OF EMPLOYMENT:

Twelve month work year, Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY RANGE:

Placement on Classified Confidential Salary Schedule.